



## 602.3AP Authorized Signatures

**APPROVED:** 2013.09.18 (1995.07.19)

**AMENDED:** 2011.04.20 (2010.11.17)

**REVIEWED:** 2007.03.21

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### CROSS REFERENCE:

- [602BP Financial Matters](#)
  - [602.3AP Exhibit 1 Authorized Signatures](#)
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### PROCEDURES:

All cheques, contracts, and collective agreements made on behalf of the Board are to be signed as per authorized by the Board. These authorizations include:

1. Cheques issued on behalf of the Board shall bear the signature of the chairman or vice chairman (in the absence of the chairman), the Secretary-Treasurer or Assistant Treasurer (in the absence of the Secretary-Treasurer) or the Superintendent (in the absence of both the Secretary Treasurer and Assistant Treasurer).
2. Board signature is required on the following documents
  - Superintendent Contracts must be signed by the Board Chair and Vice Chair.
  - Collective agreements and memorandums of agreements will be signed by the Chairman and members of the Negotiations Committee.
  - Agreements with other school divisions must be signed by the Board Chair and Vice Chair.
3. Agreements and contracts for one year or less entered on behalf of the Board shall bear the signatures of the Director of the Department.
4. Agreements lasting more than one year shall bear the signatures of the Superintendent/Secretary-Treasurer or designate.